

BOARD OF HEALTH MEETING MINUTES
November 10, 2016

PRESENT:

BOARD OF HEALTH MEMBERS

Brian Farnsworth, Commissioner, Chairman
Lee Miller, Commissioner
Ken Miner, Commissioner
Lee Staker, Commissioner
Bill Leake, Commissioner, Trustee
Lin Hintze, Commissioner
Barbara Nelson, M.D., Vice Chair
Greg Shenton, Commissioner

STAFF MEMBERS

Geri Rackow, Director
Kellye Eager
Amy Gamett
Cheryl O'Connell
Tammy Cox

GUESTS

Bryon Reed
Todd Smith, Madison County Commissioner

ADMINISTRATIVE ITEMS

1. Call to Order

Chairman Farnsworth called the meeting to order at 9:05 a.m. Commissioner Ricks is excused from the meeting today; Commissioner Smith is present as his proxy.

Due to the outcome of the November 8 election, the Board needs to amend the agenda to discuss the election of a new Trustee for the Board of Health.

MOTION: Commissioner Staker made a motion to amend the agenda to include the election of a new EIPH Trustee.

SECOND: Barbara Nelson

ACTION: MOTION CARRIED UNANIMOUSLY

2. Approval of BOH Meeting Minutes

MOTION: Commissioner Shenton made a motion to approve the September 15, 2016 Board of Health Meeting Minutes.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

3. 2017 Board of Health Meeting Schedule

Geri reviewed the 2017 Board of Health meeting schedule. No conflicts were noted. Meetings are scheduled for February 16, April 20, June 9 (Public Budget Hearing), September 21, and November 16. The Idaho Association of District Boards of Health Annual Conference is June 8-9 in Idaho Falls.

MOTION: Commissioner Shenton made a motion to approve the 2017 Board of Health Meeting schedule.

SECOND: Commissioner Staker

ACTION: MOTION CARRIED UNANIMOUSLY

4. Recognition of Retiring Board of Health Members

Today is the last board meeting for Commissioners Staker and Hintze. They were recognized for their years of service on Eastern Idaho Public Health Board of Health. Commissioner Hintze has served for 19 years and Commissioner Staker has served for 8 years. Custer County Commissioner Wayne Butts will replace Commissioner Hintze and Bonneville County Commissioner-Elect, Bryon Reed, will replace Commissioner Staker.

5. **Trustee Report**

Commissioner Leake reviewed the Trustee conference call held on October 27, 2016.

- License fees for food establishments are set in Idaho Code; however, the current fees only cover only a portion (approximately 33%) of the health districts' cost of providing the service. The Trustees are discussing the options of addressing food fees (by getting the fees removed from Code or by seeking an increase in the current fees). The health districts' Environmental Health Directors and Fiscal Officers are working to gather data for the Trustee to review and discuss on their next call.
- Health Districts 3 and 4 reported that they are pursuing legislation this coming session to remove from the Trustees their authority and responsibility of establishing the general fund distribution formula and have the formula set in statute instead. The draft legislation has not yet been shared with all of the Trustees. After discussion, the consensus is that EIPH's Board opposes this action. Commissioner Leake will keep the Board updated as more information becomes available, at which time the Board can discuss next steps.
- The Legislature's Healthcare Alternatives workgroup will have its final meeting on November 22, 2016, at which time it is anticipated the workgroup's report to the Legislature will be finalized. The workgroup seems to be in agreement that action needs to be taken to address the gap population, but there is not consensus on what that action looks like. Ms. Rackow reported that there has been discussion among the workgroup concerning the use of Millennium Fund dollars to fund a solution for Idaho's gap population. This could negatively impact the health districts' tobacco cessation programs, which are currently funded with \$750,000 from the Millennium Fund.
- The next Trustee Conference Call is scheduled for December 1, 2016.

6. **Election of EIPH Trustee**

Commissioner Farnsworth announced that Commissioner Leake will no longer be serving as a County Commissioner effective January 12, 2017. It is up to Teton County to appoint someone to serve on the Board of Health. While EIPH's Board of Health has historically consisted of Commissioners, the Commissioners do have the option of appointing someone else to represent their county on the Board. It's possible that Teton County Commissioners could appoint Bill Leake to continue serving in the capacity of EIPH Board member, to which he is agreeable if asked.

The Board agreed to table the election of a new Trustee until after the Teton County Commissioners meet in January. Ms. Rackow noted that Commissioner Leake has put considerable time and effort into studying public health issues, specifically the funding formula and that he currently serves as the Trustee Chairman. Chairman Farnsworth will begin participating in the Trustee meetings.

DIRECTOR'S REPORT

1. **Legislative Reception Agenda**

Ms. Rackow reviewed with the board the presentation for today's Legislative Reception.

2. **FY2017 Year-to-Date Budget Report**

Ms. Rackow reviewed the budget reports.

For the four months ended October 31, 2016 EIPH's total expenditures were .14% below the approved budget. Total revenue was 6.06% above the approved budget.

Ms. Rackow presented the current cash balances report. Historically, acceptable balances for Operating Reserves has been 3-6 months' worth of expenses, which she feels is prudent management. Ms. Rackow reviewed with the Board EIPH's Restrict/Committed cash balances.

Currently, funding for EIPH to support the Region 7 Behavioral Health Board (R7BHB) is not restricted by the contract, but Ms. Rackow would like to have the board make this designation, thereby reserving any carryover dollars from this contract from year to year for the purpose of supporting the R7BHB.

MOTION: Commissioner Staker made a motion to restrict the money received from the R7BHB contract to be used only for services provided to support the board.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

Ms. Rackow reviewed with the Board the carryover funds from FY16 and make recommendations for the use of these funds. One of the recommendations was to establish a board designated fund for 27th pay period expenses, which occurs every 11 years and begin making annual contributions to this fund. She would also like funding set aside for potential salary increases and increases in health insurance costs in FY18. Discussion followed.

MOTION: Commissioner Staker made a motion to designate the money carried over from FY16 as follows:

- add an additional \$60,000 for vehicle purchases (reserved and authorized)
- add an additional \$50,000 to the building repairs and maintenance fund (reserved and authorized)
- \$96,460 for FY18 health insurance costs
- \$132,000 for FY18 salary increases
- \$27,650 for Operating Budget Reserve
- \$20,000 for 27th pay period
- add an additional \$100,000 for Capital Reserve

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

3. Review & Approval of Contracts/Subgrants

EIPH staff reviewed the following subgrants/contracts

Amended/Renewed (since the 9/15/16 Board of Health meeting):

- Children's Special Health Program – renewal
- Epi Education - renewal
- Housing Opportunities for People with AIDS – renewal
- Oral Health – renewal
- STD/HIV Prevention – amended

Pending Annual Amendments/Renewals

- HIV/AIDS Surveillance
- Immunization – Cooperative Agreements
- Immunization – Provider Visits/AFIX
- Medical Home Coordinator
- Perinatal Hepatitis B
- STD/HIV Prevention
- TB Control
- Vaccine for Children – Quality Assurance Reviews
- Vital Statistics

MOTION: Dr. Barbara Nelson made a motion to ratify the approval of the renewed and amended contracts/subgrants and the approval of the pending subgrant amendments/renewals.

SECOND: Commissioner Staker

ACTION: MOTION CARRIED UNANIMOUSLY

11:00 – 1:00 Legislative Reception in the EIPH Conference Room

ADJOURNMENT

The meeting adjourned at 1:00 p.m. following the Legislative Reception. The next meeting will be held on February 16, 2017.

Brian Farnsworth, Chairman

Date Approved

Geri L. Rackow, Secretary

DRAFT